

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040071-5

CONTROL NO.

DDP - 136

## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

## MINUTES &amp; AGENDAS OF TSD EQUIPMENT SUBCOMMITTEE

2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL
	<input checked="" type="checkbox"/> NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	X	ADMIN. GENERAL
	LOGISTICS	SECURITY		OTHER (specify)
	MEDICAL	FINANCE		Subcommittee

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)	5

7. FORMAT (memorandum, form computer print-out, etc.)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
	YES	IF YES GIVE ADP PROCESSING NO.	

Narr. & Statis.	X	NO	10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

TSD

N/A

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									\$8,100.00

## B. COSTS OF COMPUTER PRODUCED REPORTS


## TOTAL COSTS PER YEAR

\$8,100.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

June 1965 to assist management in its property management responsibility for TSD cognizant materiel.

## 14. FUTURE GOALS

## GOAL PROPOSED BY COMPONENT FOR THIS REPORT

<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
<input type="checkbox"/> CHANGE	
<input type="checkbox"/> DISCONTINUE	

## ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

15. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION